



**Governor's STEM Advisory Council
Executive Committee
April 11, 2012
9:00 – 11:00 a.m.**

PRESENT:

Executive Committee Member Present on Site —

Lt. Governor Kim Reynolds, Co-Chair
President Benjamin Allen, Co-Chair
Rob Denson
Don Frazer
Jason Glass
Elizabeth Hoffman (*proxy for Steven Leath*)
Raynard Kington
Gail Kotval (*proxy for Debi Durham*)
Paul Schickler III
Jeff Weld, Executive Director

Dial-In Executive Committee Members —

Sally Mason
Teresa Wahlert

Executive Committee Members Present via Video Conference —

Gail Wortmann

Guests and Staff —

Carmine Boal, Governor's Office
Brenda Buzynski, UNI President's Office
Linda Fandel, Governor's Office
Kari Jastorff (*via video conference*), IMSEP
Caitlin Oponski, Governor's Office
Tonja Richards, IMSEP
Elliott Smith, Iowa Business Council

Not Represented —

John Carver

AGENDA:

Opening Remarks and Welcome.

Welcome. Lt. Governor thanked everyone for once again devoting their time to this important work. Rob Denson and his committee were again acknowledged for their work setting up today's key topic of discussion – Regional STEM Network Hubs.

Welcome. President Allen reiterated the important day that has arrived – entertaining the applications for Regional STEM Hubs is a significant step in the Council's work. He thanked Jeff and the IMSEP staff for organizing materials for the discussion.

Updates.

Legislature: Lt. Governor is optimistic about funding outcome for the STEM Advisory Council, though it remains unclear where funding will settle out. She expressed confidence that the legislature understands the importance of this initiative to the State of Iowa.

Grant coordinator position: Linda Fandel stated that a goal is to be able to hire a STEM grant facilitator who will scour the ends of the earth for grant opportunities for Iowa STEM. The position is envisioned to be funded with a combination of public and private dollars. Forward movement awaits outcomes in the legislature. She is optimistic we will receive funding to help support funding for that position.

May 14/15 Summit: Weld distributed the latest draft agenda for the May 14 Co-Chairs' reception and the May 15 State STEM Summit. The Reception will take place in Governor's mansion, to be trumpeted to STEM teachers in the metro region since they may not be available for the daylong Summit. ACT has generously pledged to sponsor the evening event. A brief overview of the daylong Summit ensued, noting that decisions still need to be made regarding a possible panel in the morning (perhaps an economic development/workforce development assemblage), and lunch keynote. This is to be a celebratory debut of the draft recommendations of the Council for comprehensive STEM education reform.

Item 1: Regional Hub Applications—Review and Discuss

Weld shared summaries of all 13 Hub applications with the Executive Committee. Strengths and highlights of each application were cited for the benefit of members who had not yet had a chance to study the applications themselves. Two applications were received for the Northwest region. Two applications were received for the North Central region, three applications were received for the Northeast region, three applications were received for the Southeast region, two applications were received for the South Central region, and one application was received for the Southwest region. All applications are publicly available at www.iowamathscience.org/exec_comm. The Executive Committee hopes to determine Hubs before April ends.

Two Hub applicants—the sole Southwestern applicant and the Camp Fire USA applicant—used phrasing in their applications that suggested they may not be able to cost-match as required by the RFP. Weld is to check back with both to determine if this is the case. And if so, they may be ruled ineligible to compete.

A number of nuances surrounding Hub establishment were considered by the Committee, including the question of driving wider partnerships or match (consensus was to leave the process as-is), the total cost-share burden of being a Hub (estimated by Weld to be \$50,000 between salary match and travel expense, not including in-kind expenses of office, materials, etc.), no F&A billable on state grants, staffing questions regarding Manager qualifications, Advisory Board make-up and responsibilities.

As a result, Weld will review and, if necessary, modify the Manager job description/qualifications for the Committee's further review, along with the Advisory Board make-up, which follows on the agenda.

Item 2: Regional Hub Manager Position and Hub Advisory Boards

The draft document guiding formation of Hub Advisory Boards was reviewed and discussed by the Executive Committee. The document posted to www.iowamathscience.org/exec_comm is the result.

Carmine Boal explained the evolution of the document. From working with other boards and commissions in the state, she had some suggestions on how to assemble these advisory boards. It was given that each Hub have a board to provide guidance to the Hub manager. Each board would have a maximum of 15 members with perhaps 10 minimum. In selecting those people, the Executive Committee would have approval. Selection would be driven by the local areas. After discussion with the Executive Committee, the co-chairs would make the final approvals for the six advisory boards. It was recommended to have a one-pager of roles and responsibilities to give the advisory board members an idea of what they would be doing.

Also, the Committee discussed qualifications and responsibilities of the Manager (formerly referred to as advocate). Link to the job duties and qualifications of the Manager are posted at <http://www.iowamathscience.org/stem-regional-advocate-addendum-ii>. It was agreed that immediately upon naming Hubs, the executive director will work with points-of-contact at each Hub to standardize the search and selection process as much as possible while recognizing that each Hub may go about the task in the most suitable way for that entity. Salaries, expectations, qualifications and reporting structures will be made as comparable as possible. A member of the Advisory Council will be asked to serve on the search committee of each Hub manager. One-year interim appointments may be an option.

Item 3: Scale-Up Selection Committee Concept

The Scale-Up Review Panel document was reviewed by the Executive Committee. It is available at www.iowamathscience.org/exec_comm. May 30 is the deadline for applications. This document was developed by the committee chaired by Deb Dunkhase to guide the selection process. Minor changes were recommended by Executive Committee members that included adding workforce development professional and industry/trade organization representative to the reviewer pool.

Item 4: Fund Flow Concept Chart

Weld presented the evolving concept for expanding programs of great ROI throughout STEM regions. Each HUB manager, overseen by an Advisory Board, would be subcontracted for their Regional STEM Network through the IMSEP. The role of the manager was weighed by Committee members. What will be her/his role in the scale-up process? Aiding the development of an RFP process for LEAs, convening

reviewers, charting the selection and evaluation process, leveraging and bringing together all STEM assets of the region, working with the other five Hub Managers so that the unique assets of that region are shared across the state, spreading the word and raising awareness level, recruiting school districts, private businesses, economic development groups, public speaking. These duties spurred a revisit to the existent job description as put together by President Denson's committee.

Scale-up selection process would fall on the Board directed by the manager, guided by a rubric. This will have to be a competitive application process due to limited resources and will favor the entrepreneurial who can bring cost-share. Cross-border oversight will be important, as pointed out by a Committee member.

The manager will end up being presented a menu of Scale-Eligible Programs to present to the entire region. Regional LEAs self-select from the menu for what best fits the region. This keeps the manager from dictating, but instead distributes options to local needs of LEAs. The draft fund-flow document is available at www.iowamathscience.org/exec_comm.

Closing Comments. President Allen acknowledged another productive meeting, especially impressive given the complexity of what was talked through. For final clarity and success, now is the important time to have those conversations and to work through those foreseeable challenges.

He assured the Committee that we will be getting back to you as selection processes are determined. Although the work gets harder as we move into the nitty gritty implementation phase, strong vision continues to guide us.

Adjournment. 10:45AM

Next Meeting. May 15, 2012

Compiled by Jeff Weld and Kari Jastorff